CHAPTER 23

ENLISTED MANNING INQUIRY REPORT (EMIR)

ENLISTED MANNING INQUIRY REPORT (EMIR)

23.0 GENERAL INFORMATION.

This chapter establishes a Navy-wide Enlisted Manning Inquiry Report (EMIR)
for those personnel shortages having a significant effect on unit readiness.
Using personnel information available in the Enlisted Distribution and
Verification Report (EDVR), the Navy Manning Plan (NMP), the COMNAVPERSCOM
personnel projection, and various other enlisted manning reports, Enlisted
Placement Management Center (EPMAC), as the Manning Control Authority (MCA)
agent for CINCLANTFLT, CINCPACFLT, COMNAVPERSCOM and COMNAVRESFOR according to
the policies established by the four MCAs, evaluates the manning status and
generates appropriate enlisted personnel requisitions to meet the manpower
requirements of all Navy activities. EPMAC is cognizant of the projected
enlisted personnel gains and losses to an activity through use of the
foregoing reports, and this information is compared to each activity's billet
authorization and NMP to determine the appropriate enlisted personnel
requisitions to be submitted to the Assignment Control Authority.

23.01 APPLICABILITY.

The EMIR is applicable to all Navy activities with enlisted billets authorized
except submarines and submarine support staffs. Submarines and submarine
support staffs, sea and shore, will report personnel deficiencies per fleet
and force commanders directives.

23.02 POLICY AND PROCEDURES.

The following policies and procedures are applicable to the EMIR:

  - The EMIR notifies EPMAC (enlisted placement) of a unit's concern regarding
    significant enlisted personnel shortages.

  - To qualify for submission as an EMIR the personnel shortage should meet
    one of the following criteria:

    -- COB Manning or POB Manning in the applicable rating or closed
       loop/transitory NEC is below NMP or BA, whichever is less. (See Figure
       1G, Chapter 1 for the current list of closed loop and transitory NECs).

    -- Personnel in the following categories: Careerist not reenlisting,
       personnel being administratively separated, death, humanitarian
       reassignment, non-vols removed from duty involved with flying, diving,
       EOD, disquals, pregnancy, HIV etc. (Immed Avails.)

    -- In the opinion of the commanding officer, the personnel shortage has a
       significant effect on unit readiness.

  - The EMIR is not to be used to report general manning problems in the
    activity, or for reporting unplanned loss of personnel who do not have a
    significant effect on unit readiness. Do not submit an EMIR until the
    member is a permanent loss from the activity. The appropriate loss entry
    must be submitted via the Diary Message Reporting System (DMRS) or the
    Source Data System (SDS) to initiate appropriate personnel requisition
    action.

- Receipt of all Manning Inquiries will be acknowledged by EPMAC. Such
  acknowledgement will contain a statement of the requisition status
  including a requisition fill date projected five months out (POB5) and
  will be based on the best information available at that time. The
  actual assignment of a replacement is subject to the availability of
  personnel assets and will be consistent with established MCA manning
  priorities.

23.03 ACTION REQUIRED.

All activities, except submarines and submarine support staffs, will submit a
message report to EPMAC in the format of Figure 23A on the occasion of an
enlisted personnel manning concern meeting the criteria as outlined in Article
23.02.

During minimize submit reports by message (minimize considered) utilizing
format outlined in Figure 23A.

EPMAC will acknowledge receipt of all EMIRs and provide a summary of your
requisition status.

ENLISTED MANNING INQUIRY REPORT (EMIR) MESSAGE FORMAT

Action Addressee: EPMAC NEW ORLEANS LA//*//
                * (Enter the proper Code from the list provided below):

                111 for SURFLANT units

                112 for AIRLANT units

                121 for SURFPAC units

                122 for AIRPAC units

                13 for New Construction/Aviation Transition Commands

                20 for Deployed Naval forces, SSC4 (Regardless of Fleet)

                60 for Tender/IMA Commands

                91 for Medical/Dental, FMF Personnel

                92 for Seabees

                93 for EOD, Divers, Special Warfare

                94 for MA Rating, Security Personnel, Navy Brigs, Corrections

Info Addressee: COMNAVPERSCOM MILLINGTON TN//PERS-40/*//
                * (Enter the proper three digit Code)

                PERS-22 for Appropriate Enlisted Community Manager

                PERS-401 for Seabee/SEAL/EOD/Fleet Divers

                PERS-402A for Engineering/Hull Ratings

                PERS-403 for Surface/Nuclear Ratings

                PERS-404 for Aviation Ratings/Aviation Transition

                PERS-402B for Admin/Deck/Supply Support Ratings

                PERS-402C for Technical Ratings

                PERS-407 for Medical/Dental Ratings

                PERS-408 for CT, IS Ratings

                PERS-402D for Sea Special Programs Assignment i.e., New
                Construction, DECOMS, Homeport Changes, Women in Ships

FIGURE 23A-1

PERS-4010 for Shore Special Programs Assignment

PERS-453 COMNAVPERSCOM Manning Control Authority (as appropriate)

CINCLANTFLT or CINCPACFLT Manning Control Authority (as appropriate)

COMNAVRESFOR Manning Control Authority (as appropriate)

COMNAVSURFLANT or COMNAVSURFPAC (as appropriate)

COMNAVAIRLANT or COMNAVAIRPAC (as appropriate)

NAVRESPERCEN NEW ORLEANS LA (for TAR personnel)

Classification: Normally UNCLAS unless classification is dictated by report content.

Report Control Symbol: COMNAVPERSCOM 1306-172

Subject: ENLISTED MANNING INQUIRY REPORT (UIC _____). (The Activity Unit Identification Code (UIC) is displayed in block 2 of the EDVR.)

Message Items:

ALFA: Rate of manning concern, i.e., SM manning.

BRAVO: This item is to reflect the rate or closed loop/transitory NEC manning requirements as shown in the command's latest EDVR (columns 1 through 4) and ACOB as computed locally (column 5); and projected on board (known gains and losses to the command) at POB4 and POB9 (columns 6 and 7) shown in the commands EDVR.

CHARLIE: A brief explanation of each difference occurring between the figures in columns (4) and (5) (COB compared to ACOB) of item BRAVO. If this EMIR is submitted because of a recent personnel loss, include the member's name, SSN and Diary Message Reporting System (DMRS) or Source Data System (SDS) loss entry or other references (i.e., desertion reports, casualty reports, immediate availabilities etc.).

DELTA: Comments the Commanding Officer considers pertinent regarding the manning of this rating.

FIGURE 23A-2

<u>SAMPLE ENLISTED MANNING INQUIRY REPORT</u>

FROM: USS JONES

TO: EPMAC NEW ORLEANS LA//41XX/   //

INFO: COMNAVPERSCOM MILLINGTON TN//PERS-40/402B//

        CINCLANTFLT NORFOLK VA //   //

        COMNAVSURFLANT NORFOLK VA//   //

        COMCRUDESGRU _____

        COMDESRON

        NAVRESPERSCEN NEW ORLEANS LA (for enlisted TAR personnel only)

UNCLAS //N01306//

COMNAVPERSCOM 1306-172

ENLISTED MANNING INQUIRY REPORT (EMIR) (57024)

ALFA: SM MANNING

BRAVO:	RATE	BA	NMP	COB	ACOB	POB4	POB9
	SMC	1	1	1	1	1	1
	SM1	1	1	1	0	0	0
	SM2	2	1	1	1	1	0
	SM3	3	2	0	1	1	1
	SMSN	0	0	1	1	1	1
SM TOTAL		7	5	4	4	4	3

CHARLIE: SM1: SM1 SMITH TRF'D TEMDU NAVHOSP PORTSMOUTH FOR TREATMENT (DMRS 91038, 121600Z DEC 91)

        SM3: SM3 RILEY PG JUL 91 - REPORTED 10 JUL 91 (DMRS 91036, 100000Z DEC 91)

DELTA: THE LACK OF AN SM1 FILL WILL SIGNIFICANTLY IMPACT VISUAL COMMUNICATIONS CAPABILITY DURING FORTHCOMING DEPLOYMENT.

<u>FIGURE 23A-3</u>

GLOSSARY OF TERMS

(1) "RATE" or closed loop/transitory "NEC" designation. In the case of an NEC, the NEC designation will be followed by the pay grade, i.e., 9518 (E-6).

(2) "P9BA" (Billets Authorized) Projected nine months in the future.

(3) "P9NMP" (Navy Manning Plan) Projected nine months in the future.

(4) "COB" (Current on Board) or "POB" (Projected on Board), as appropriate.

(5) "ACOB" (Actual Current on Board) as calculated locally.

(6) "POB4" (Projected on Board four months from current month.) Projected on board figures at P-4 includes all prospective gains and losses through the next four months.

(7) "POB9" (Projected on Board nine months from current month.) Projected on board figures at P-9 includes all prospective gains and losses through -the next nine months.

FIGURE 23A-4